

# FOOD BANK /HOME DELIVERED MEALS

Effective Date: 11-07-2020

## I. PURPOSE

The purpose is to define and provide guidance as to what is allowable for the Food Bank/Home Delivered Meals service category, in accordance with HRSA standards and to establish guidelines for voucher-based programs.

## II. DEFINITION

Food Bank/Home delivered Meals includes a provision of non-food items and is based on continuous needs whereas Emergency Financial Assistance is a short-term assistance service for clients with urgent needs. Agencies providing Food Bank Home Delivery Meals with established Home Delivered Meals program must ensure compliance with all federal, state and local laws including any required licensure and /or certification regulations. Alabama does not require a food permit if there is no sale of food. We do not regulate food that is given for free.

(See [Appendix B Temperature Chart](#), [Appendix C Food Refrigeration and Bureau of Environmental Services](#), Food Establishment Sanitation link for Alabama State Laws and Alabama State Board of Health requirements: <https://www.alabamapublichealth.gov/environmental/assets/foodrules2018.pdf>) (see page 3)

*Note: Food Bank/Home Delivered Meals is based on continuous needs, however Emergency Financial Assistance is assistance for clients with short-term urgent needs.*

## III. PROCEDURE

Funding for Food Bank/Home Delivered Meals may include:

- The provision of actual food items
- Provision of hot meals or the utilization of a meal delivery service
- Utilization of or referrals to local food banks
- The provision of non-food items that are limited to:
  - o Personal hygiene products
  - o Household cleaning supplies
  - o Water filtration/purification systems in communities where issues with water purity exist
- A voucher program to purchase the allowable items listed above
 

If using a voucher-based program, provider must ensure compliance with the Voucher Based Program Requirements Standard Operating Procedure (SOP).
- Providers are required to obtain vouchers in the lowest denomination needed.
- Clients receiving a voucher must sign an acknowledgement form indicating that they understand what the allowable and unallowable costs for this service are.

This form must be signed by the client prior to the first voucher being provided and every 6 months thereafter. This form must be documented in the client's electronic file.

- Vouchers may not be redeemed/exchanged for cash or used for unallowable items including (but not limited to) purchase of alcohol, tobacco, illegal drugs or other substances, or firearms.

All cards and vouchers must have clear language affixed stating these unallowable costs for purposes of informing the entity redeeming the card.

- Clients must provide verification that no unallowable item was purchased with the voucher or the voucher was used for the purposes of transportation to the intended appointment and that the voucher was not redeemed for cash or sold.

This is accomplished by providing any and all receipts of purchase or providing documentation of the attended appointment to the Case Manager.

All documentation must be provided to the Case Manager within 30 days of the distribution of the voucher or prior to the distribution of the next voucher. All documentation must be documented in the associated service record.

Note: How each provider meets this requirement may be varied based on your clinic/organization.

- When a client is found to have purchased unallowable items, if utilizing a food bank or meal delivery service, the Lead Agency must ensure the provider has appropriate licensure/certification as required under State or local regulations.

Funds may not be used for:

- o Permanent water filtration systems for water entering the house
- o Household appliances
- o Pet foods
- o Other non-essential products

Clients receiving vouchers must sign the Food Services Verification of Receipt Form. This form must be completed, signed by the client and case manager, and scanned into the system with each service record.

(See [Appendix A: Food Services Verification of Receipt Form.](#))

## PERFORMANCE MEASURE

Documentation that:

1. Services supported are limited to food bank, home-delivered meals, and/or food voucher program
2. Types of non-food items provided are allowable
3. If water filtration/ purification systems are provided, community has water purity issues Assurance of:
  - Compliance with federal, state and local regulations including any required licensure or certification for the provision of food banks and/or home- delivered meals.

(See [\*Appendix B Temperature Chart\*](#), [\*Appendix C Food Refrigeration and Bureau of Environmental Services\*](#), [\*Food Establishment Sanitation link for Alabama State Laws and Alabama State Board of Health requirements\*](#): <https://www.alabamapublichealth.gov/environmental/assets/foodrules2018.pdf>)

- Use of funds only for allowable essential non-food items

Monitoring of providers to document actual services provided, client eligibility, number of clients served, and level of services to these clients.

## **GRANTEE RESPONSIBILITY**

Develop the Request for Proposal (RFP), contract, Memorandum of Understanding (MOU)/Letter of Agreement (LOA) and/or statements of work language that:

1. What types of services are to be supported – food bank, home-delivered meals, and/or food voucher program
2. Allowable and prohibited uses of funds for non-food items
3. Requirements for documenting services provided, client eligibility, and level and type of services provided to clients

Monitor providers to ensure:

1. Compliance with contractual requirements and with other federal, state, and local laws and regulations regarding food banks, home- delivered meals, and food voucher programs, including any required licensure and/or certifications
2. Verification that Ryan White funds are used only for purchase of allowable non-food items

## **PROVIDER/SUBGRANTEE RESPONSIBILITY**

Maintain and make available to grantee documentation of:

1. Services provided by type of service, number of clients served, and levels of service
2. Amount and use of funds for purchase of non-food items, including use of funds only for allowable non-food items
3. Compliance with all federal, state, and local laws regarding bank, home- delivered meals and food voucher programs, including any required licensure and/or certifications

Provide assurance that Ryan White funds were used only for allowable purposes and Ryan White was the payer of last resort.

The background of the page is a solid blue color with a subtle, repeating geometric pattern of overlapping triangles and polygons in slightly different shades of blue, creating a textured, crystalline effect.

# **APPENDIX A**

## **ADPH VERIFICATION OF RECEIPT**

# VERIFICATION OF RECEIPT FOOD SERVICES

## RYAN WHITE PART B PROGRAM

ALABAMA  
PUBLIC  
HEALTH

By signing this form, I acknowledge the following:

- ☐ I am aware that this service has been issued to support costs to program related needs, to provide nutritional support to supplement health care.
- ☐ I am aware that it is prohibited to redeem a card or voucher for cash or to purchase alcohol, tobacco, illegal drugs or other substances, or firearms.
- ☐ I am aware that failure to comply with this directive will make me ineligible for further support from Ryan White Part B for these services.

Client Name	DOB	RWI D#
Justification		
Vendor		
Date Distributed:		
Type (check only one): <input type="checkbox"/> Food Voucher <input type="checkbox"/> Vitamins/Ensure <input type="checkbox"/> Other _____		
Amount: \$	Voucher Number:	

Client Signature

Date

Case Manager Signature

Date

01/6/2020



# **APPENDIX B**

## **TEMPERATURE CHART**

# CONTROL TIME & TEMPERATURE



**165°F** Reheat for holding

**165°F** Cook for 15 seconds

- Poultry, stuffed meats, stuffed fish, and stuffed pasta
- Stuffing containing meat, poultry, or fish
- Ground poultry or turkey
- Any animal food cooked in a microwave

**155°F** Cook for 15 seconds

- Ground meats (beef and pork)
- Injected meats, comminuted fish and meats
- Game meats
- Raw, pooled shell eggs

**145°F** Cook for 15 seconds

- Fish, seafood, pork, beef (cubes, slices, etc.), veal, lamb, mutton
- Raw shell eggs for a single order

**145°F** Cook for 3 minutes

- Whole roast beef, whole pork roasts and corned beef roasts

**135°F** Hold

- All hot foods

**135°F-70°F** Cool all foods

- Within 2 hours

**70°F-41°F**

- Within 4 hours

**41°F**

- Hold all cold food



# **APPENDIX C**

## **FOOD REFRIGERATION**



Store foods in the following order  
to prevent cross-contamination:

Ready-to-Eat Food

Whole Raw Fish

Whole Raw Meat

Raw Poultry